



PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics*

*Salem, OR Bend, OR
Longview, WA Camp Rilea (Warrenton, OR)*



NOTICE OF VACANCY ****AMENDED**** 9/12/06

1. <u>Announcement Number</u> T-06-323-JC	2. <u>Title, Series, Grade, Salary</u> Nursing Assistant (GS-3: 1750A; GS-4: 1749A; GS-5: 1413A) GS-621-3/4/5 \$23,502 to \$38,376 per annum	3. <u>Tour of Duty</u> Varying shifts, weekends and holidays	4. <u>Duty Station</u> Patient Care Services Division, Portland Division
5. <u>Type & Number of Vacancies</u> Temporary, NTE 13 months Multiple Full-time positions	6. <u>Contact</u> Human Resources Assistant 503-220-8262 x 57317	7. <u>Opening Date</u> 5/19/06	8. <u>Closing Date</u> Until Filled

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen
- Applicants who applied under announcement T-05-082-DL need not reapply**

MAJOR DUTIES:

Performs a variety of personnel care or nursing care activities, which do not require practical or vocational nursing licensure, or professional nurse education. Performs work assisting other medical personnel in the diagnosis or treatment of patient illnesses or medical conditions. Assists doctors and nurses in the performance of diagnostic examinations by performing duties such as monitoring vital signs, preparing and positioning the patient, or by performing a variety of routine diagnostic tests. Assists the physician in a variety of diagnostic examinations such as lumbar puncture, minor surgical procedures, pap smears, bone marrow and insertion of test tubes by positioning and draping patient and setting out and passing instruments. Reports observations of the condition of acute or chronic phase patients such as excessive vomiting, bleeding, type and amount drainage, skin integrity, patency of airway, etc. Assists physicians and nurses in the care of the ill receiving medical, surgical, and psychiatric or outpatient treatment. Observes and reports to the professional nurse changes in patient behavior, attitude, bodily complaints, and appearance, experiencing extremes of behavior, including drug or alcohol abuse. Recognizes emergency situations and intervenes while awaiting assistance. Provides nursing treatment for acutely ill patients whose needs require advance skill such as suturing wounds, insertion of chest tubes, placing patient on cardiac monitor, taking EKG's, performing upper airway suctioning. Enters specific information onto the patients' records or charts. Follows designated charting technique to post to patients' charts that provides a daily outline or summary of the patients' care. Performs a wide variety of duties aimed at increasing the comfort and spirit of the patient. Identifies and reports data relative to more complex patient situations including subtle changes in patients' behavior or condition, or variances related to neurological signs, vital signs and other parameters. Teaches patients and family members the necessity to continue the procedure for proper health care.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-621 series applies and may be reviewed in the Human Resources Management Service office.

General Experience: GS-3 & GS-4: Six months of any type of work that demonstrates the applicant's ability to perform the work of the position or experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation. **GS-5:** Not applicable.

Specialized Experience: GS-3: Not applicable. **GS-4:** Six months of specialized experience equivalent to the next lower grade. Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position. To be creditable, specialized experience must have been equivalent to at least the GS-3 level. **GS-5:** One (1) year of specialized experience equivalent to the next lower grade. Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position. To be creditable, specialized experience must have been equivalent to at least the GS-4 grade.

(Continued on next page)

Substitution of Education for Experience: **GS-3:** 1 year above high school with course(s) related to the occupation, if required; **GS-4:** Successful completion of a 2-year degree program in an accredited community college, junior college, or college or university in practical nursing or in a field of study appropriate to the specialization of the position, such as education in a program for a psychology, psychiatric, or operating room technician. **GS-5:** 4-year course of study above high school leading to a bachelor's degree with courses related to the occupation. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:

1. Ability to perform procedures commonly performed by Nursing Assistants such as catheterizing, irrigating, and suctioning patients; and other supporting procedures such as patient charting and patient/family teaching.
2. Knowledge of equipment terminology.
3. Knowledge of drug terminology.
4. Knowledge of standard medical terminology.
5. Skill to provide and gather information in patient care/family conferences with nurses, doctors, patients and family members.

****CONDITIONS OF EMPLOYMENT:**

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

A drug test may be required for an applicant who is tentatively selected.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38USC 7402(d) and 7407(d).

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

These positions are open until filled. Application forms may be obtained in Human Resources Office or on our external website www.va.gov/Portland/hr/index.asp

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: T-06-323-JC

PO Box 1034

Portland, OR 97207

Or brought in person to:

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

US Citizens must submit:

1. [OF 612, Optional Application for Federal Employment](#), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED)**.
3. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
 - c. VA letter of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**